

DATE: February 5, 2024

MEMO TO: Paras Parekh, Chair
Planning Committee

FROM: Kevin Kleinjan
Director of Planning

RECOMMENDATION: Approve Change Order No. 4 to the Contract with Flo-Tech Mechanical Systems, Inc. (Flo-Tech) for final closeout adjustments for the new Education Facility at Edward L. Ryerson Conservation Area (Ryerson), increasing the Contract Price by \$13,024.30.

STRATEGIC DIRECTIONS SUPPORTED: Public Access and Connections; Conservation; Leadership; Communication; Organizational Sustainability; Education and Outreach

FINANCIAL DATA: The Education Facility project was approved as part of the adopted FY2022 Capital Improvement Plan. It now has an amended budget of \$6,038,135.75. The Flo-Tech change order will be charged to account 2020104100-803200-61410 and will increase the contract price by \$13,024.30 for a total contract price of \$325,871.70.

BACKGROUND: The Education Facility will replace and expand the education programming previously offered at two since-removed log cabins which had reached the end of their useable life and did not comply with current accessibility codes. The new Education Facility will be a net-zero energy building and is funded in part through the Net Zero Energy Building Program offered by the Illinois Clean Energy Community Foundation (ICECF). Phase I of the Education Facility includes a 3,400-square-foot building with two classrooms, restrooms, a net zero interpretive exhibit area and a 1,000-square-foot screened porch that will provide additional teaching space when the weather is accommodating.

The bidding for the new Education Facility was divided into 14 separate bid packages, assembled by construction trade, with each package having its own scope of work and specifications. On May 10, 2022, the Board approved a contract with Flo-Tech to provide mechanical equipment for the construction of Phase I of the Education Facility.

As part of the final closeout cost adjustments, Flo-Tech has requested change orders for the unit heater and linear grille. In the bid documents, the unit heater was not listed on the equipment schedule. The design team responded to a request for information during construction and provided the product specification for the unit heater and added a linear grille in the vestibule above the entry door. The requested change order includes the unit heater, temperature controls, linear grille, plenum box, ductwork material and labor. Unused allowance of \$573.00 may be applied toward the change order, resulting in a total change order request of \$13,024.30.

The change order will not change the overall budget for the project and will be drawn from the project contingency. Therefore, staff recommends approval of Change Order No. 4 to the Contract with Flo-tech for final closeout adjustments. The District's retained Construction Manager (Wight Construction Services, Inc.) and Mechanical Engineer (Affiliated Engineers, Inc.) concur with the recommendation.

REVIEW BY OTHERS: Chief Operations Officer, Director of Finance, Purchasing Manager, Manager of Board Operations, and Corporate Counsel.

MOTION: Motion to approve Change Order No. 4 to the Contract with Flo-Tech for final closeout adjustments for the new Education Facility at Ryerson, increasing the Contract Price by \$13,024.30 in substantially the form attached hereto, for the following reasons:

- a. The Change Order is germane to the original Contract, as signed; and
- b. The Change Order is in the best interest of the District.

APPROVED:

Date: _____ Roll Call Vote: Ayes: ____ Nays: _____
 Voice Vote Majority Ayes; Nays: _____

Change Order



1899 West Winchester Road
Libertyville, Illinois 60048
PurchasingDept@LCFPD.org
847-367-6640

Date: 01/16/2024	Change Order Number (Please use drop down) 4	Department:(Please use drop down) * Planning Conservation
Fiscal Year 2024	Purchase Order Number: 20220328	Account Code: * 2020104100-803200-61410
		Administrative Assistant Email * PALI@LCFPD.ORG

Project Information

Project or Bid Number: 22020/22025	Contractor Name: * FloTech Mechanical Systems, Inc.	Original Contract Date: * 05/10/2022
Project Name: * The Construction of the Environmental Education Facility Ph 1 TR	Contractor Email * AYOUNES@FLOTECHMECHANICAL.COM	Contract Type: * <input type="radio"/> Lump Sum Contract <input checked="" type="radio"/> Unit Price Contract
District Wide No	Contractor Admin Email	
Select Site: ERCA08 Edward L. Ryerson Conservation Area		

To the Contractor: You are hereby authorized to make the following changes, subject to the Contract provisions.

Increase

Item Number	Item	Description	Amount
1	Final closeout cost adjustments	As part of the final closeout cost adjustments, Flo-Tech has requested change orders for the unit heater and linear grille. In the bid documents, the unit heater was not listed on the equipment schedule. The design team responded to a request for information during construction and provided the product specification for the unit heater and added a linear grille in the vestibule above the entry door. The requested change order includes the unit heater, temperature controls, linear grille, plenum box, ductwork material and labor.	\$13,024.30

Decrease

Item Number	Item	Description	Amount (enter as a negative number):
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Time Extension

Change to Scope that results in time extension or no additional costs:

Calculation Section

Unit Price Increase Total	Lump Sum Price Total	Calculated Percent
13024.30	0.00	0.430000
Unit Price Decrease Total		
0.00		
Unit Price Change Total		
13024.30		

Change in Contract Price
from this Change Order:
\$0.00

Revised Completion Date:

Change in Contract Price from this Change Order:
13024.30

Change in Contract Time

Original Contract Time	Contract Time (as amended by <i>previous</i> Change Orders, if any)	New Contract Time
Commencement Date:	Commencement Date:	Commencement Date:
Completion Date:	Completion Date:	Completion Date

Change in Contract Price

Original Contract Price: *	Contract Price prior to this Change Order (as amended by <i>previous</i> Change Orders, if any): *	Net Change from original Contract Price resulting from this Change Order and all previous Change Orders:	New Contract Price
\$228,000.00	\$312,847.40	\$97,871.70	325871.700000
		Net Percentage Change from original Contract Price resulting from this Change Order and all previous Change Orders:	
		43.000000%	

Determination

Owner's Department Director and/or Standing Committee(s) hereby determine:

This Written Determination and this Change Order shall (i) be preserved in the Owner's file for the Contract and open to the public for inspection and (ii) constitute the Written Determination required by 720 ILCS 5/33E-9.

Please select all that apply:

- The circumstances necessitating the Change Order were not reasonably foreseeable at the time the Contract was signed
- The Change Order is germane to the original Contract, as signed.
- The Change Order is in the best interest of the Owner and is authorized by law.

Attachments and Notes to Vendor

(0)

FI-Purchase Change order attachments

Please type your notes to the Vendor below:

Project Manager Recommendation

Project Manager **Select from list***

BMATHIS

Date of Recommendation:

Signature:

Email *

BMATHIS@LCFPD.ORG

Department Director Approval

Department Director:

Date of Approval:

Signature:

Contractor Approval

Name:

Title:

Date of Approval:

Please click on the Signature box - Sign your name with your mouse. Then click **Save**. Click the Return to LCFPD button to send the item back to Lake County Forest Preserves.

Signature:

For Public works Contracts, Contractor also certifies that this Change Order will not cause or result in an increase in the price of any subcontract under the Contract that is 50% or more of such original subcontract's price.